



ANGUS S. KING, JR.
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
16 EDISON DRIVE
AUGUSTA, MAINE
04330

MICHAEL F. KELLY
COMMISSIONER

JAY BRADSHAW
DIRECTOR

**Examination Committee Meeting
Tuesday, September 21, 1999
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis, E. Ekholm, D. Bahr, B. Zito, D. Kinney

Absent: R. Doughty, T. Beals, J. LeBrun

Staff: D. White

1. Call To Order - The meeting was called to order at 9:40 a.m.

A. Introductions - None

B. Assign Timekeeper - D. Kinney agreed to be timekeeper for the meeting.

C. Additions/Deletions to the Agenda - ALS Skillsheets - Update (D. White)

D. White noted that J. LeBrun had informed him that she would be unable to attend the meeting.

2. Minutes - July 27, 1999, meeting minutes - review for acceptance

The minutes of the July 27, 1999, meeting and retreat were reviewed. Discussion ensued regarding the retreat. E. Ekholm suggested that for future retreats, a regular committee meeting be held shortly thereafter to allow members the opportunity to discuss the knowledge gained from the retreat (while it is still fresh in everyone's minds). There was also concern expressed that a great amount of time was spent, yet, the process did not seem to "get very far".

Motion: To accept the minutes of the July 27, 1999 meeting (Bahr;Ekholm - Motion Carries)

3. Old Business

A. Examination Process/*Examination Administrator Manual*

The Committee received, and began review, the most recent version of the Exam Administrator Manual draft.



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Discussion ensued regarding the scheduling of practical and written exams. The current manual indicates that the written and practical exam should be administered on separate days except in unusual circumstances. D. Bahr indicated that his region has been conducting practical exams in

the morning with the written exam conducted in the afternoon of the same day (without problems).

The benefits of conducting the written and practical portions on separate days include: less candidate stress by the candidate not having to prepare for both tests simultaneously; and, no peer pressure to take the test on the same day. The benefits of conducting the written and practical exam on the same day are that candidates who are traveling great distances or have busy schedules may complete both portions of the exam in one day.

There was extensive discussion and crafting of the motion to ensure that both options for exams could be accommodated. The National Registry was also contacted and, according to Phil Dickison, although many sites do the exam portion on separate days, there are also sites which conduct the written and practical portions on the same day.

The Committee wanted to insure that students who were not prepared to take the written and practical on the same day would have the opportunity to take the test at another time. The Committee also wanted to insure that written and practical exams held on the same day would be held consecutively.

Motion: that written and practical exams may be conducted on separate days or, may be conducted consecutively on the same day so long as at least a one hour break is afforded each candidate between the practical and written portions and, that candidates be informed that they have the option of taking the written exam on a separate day if they so choose.
(Zito;Kinney - motion carries)

The Committee continued discussion as to the appropriate time for students (in a licensing program) to receive the practical exam skillsheets. Opinions differed in that some of the members of the Committee (who are Instructor Coordinators) felt that students should not be given the skillsheets until late in the program while other felt that the skillsheets should be made available at the beginning of each class. **Consensus reached was that students in a Maine EMS licensing program must receive the practical exam skillsheets by no later than the midpoint of the course.**

The aforementioned consensus decision will allow instructors latitude as to when the students receive the skillsheets (during the first half of a program). It will also insure that students receive skillsheets in order that they may have adequate preparation time prior to the exam.

The Committee completed review of the manual up to and including the “Written Exams” section. Final review will continue next month on the “Practical Exam” section.

D. White will continue work on the appendices.

B. Exam Committee Retreat - Next Steps

Due to the extended time afforded to the Exam Administrator Manual discussion, this topic will be included in next month's agenda.

- C. Enhanced Intermediate - Blueprint for Written Exam - no action
- D. Review of BLS Skill Sheets - Tabled
- E. Exam Committee Vacancy - Tabled
- F. Exam Accommodation Policy - Tabled
- G. Examiner Materials/Evaluation - Tabled
- H. Intermediate/Paramedic Skill Sheets - Update - Tabled
- I. Other - ALS Skillsheets

D. White distributed the final ALS skillsheets and indicated that he had made changes consistent with the new protocols.

He asked about the printing format to be used on the Paramedic Airway skillsheets (2 pages) and the Paramedic Medications skillsheets (4 pages). **Consensus was to print double sided for these skillsheets.**

4. New Business -

There was no new business to come before the committee

5. Next Meeting

The next meeting will be held on October 19, 1999, from 9:30 a.m. to 12:30 p.m. at Maine EMS in Augusta.

A. Set Agenda - Next agenda to include:

- A. Examination Process/*Examination Administrators Manual*
- B. Exam Committee Retreat - Next Steps
- C. Enhanced Intermediate - Blueprint for Written Exam
- D. Review of BLS Skillsheets
- E. Exam Committee Vacancy
- F. Exam Accommodation Policy

6. Adjournment - The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Drexell White